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CIA-RDP70-00211R000200110037-6

Report for Week Ending 11 July 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

The Reports Management Officers for Logistics and the Comptroller continue to report progress. The Logistics Reports Review Panel has been meeting once a month to consider internal reporting requirements. [REDACTED] Chairman of the Comptroller's Reports Review Panel, is following up on recommendations developed during the inventory of reports.

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Projects 6-13, Dispatch Format and Procedure; 6-22, DD/I Reports Survey

No change in status

Project 6-35 - Survey of Procurement Division Contract Files

An immediate improvement in filing practices resulted from issuance of the Procurement Division Memorandum on contract files standards. The majority of material for file is being classified before being sent to the file room. That which isn't is being returned to the originator for classifying. The transfer between offices of files charged out is being reported to the file room on the prescribed File Transfer Notice. Accountability for files charged out has also been improved through stricter adherence to the rule on preparing charge-out folders.

General Information

Developed and charted a training schedule for the Records Management Staff for Fiscal Year 1957.

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